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Chief, Management Staff

Chief, Business Machine Service

Weekly Report Covering 29 November 1956 Through 5 December 1956

1. Attended a meeting in the Office of Personnel in which procedures for the application of Flexowriter machines automatically writing forms 50 and 52 and automatically punching Personnel Statistical Cards were presented to the Deputy Director of Personnel for approval. The procedures were approved.
2. Arranged for 20 DD/P students being instructed in machine techniques, to visit Census Bureau and Bureau of Standards to see electronic computers and other machines in operation. Also arranged transportation and escorted these students. Visits were made on 3 December 1956.
3. Attended two briefings on development of magnacard system. Dr. Hastings and Mr. Koonz of the Magnavox Corporation described the present status of development of these machines and future development plans. This system involves a new concept of handling records by magnetic-tape cards. It is being considered together with other types of machines as a solution to the problem of mechanizing the indexing and searching requirements for the DD/P-RI main index.
4. Showed Arthur Andersen and Co film on the use of electronic computers to representatives from Office of Central Reference, Office of Personnel, Office of the Comptroller and Management Staff.
5. Requested Bureau of Standards to test our processed microfilm for "Hypo" content to determine whether our microfilm meets the standards established by National Airlines for permanent records retention.
P. Archives
6. Assisted the Chief, Support Branch, Office of Central Reference in the development of a proposal to microfilm the ICF Cards of the Industrial Register. Microfilming of these cards will result in a reduction in the number of 4 drawer safes required to house them, from 185 to 10.
7. Installed Flexowriter equipment in FE Personnel and made necessary changes in its wiring pattern to permit a more fully automatic operation. Production will start next week.

Signed

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